

FINANCIAL ANALYST

DISTINGUISHING FEATURES OF THE CLASS:

This is a technical position which involves responsibility for various functions in the Business Office at Dutchess Community College such as accounts payable and the analysis and projection of salary figures for forecasting purposes. In addition, the incumbent of this position oversees credit registration as it pertains to the Business Office. Work is performed independently under the general direction of the Associate Dean of Administration. Supervision is exercised over lower level personnel.

TYPICAL WORK ACTIVITIES:

1. Computes and prepares a variety of financial and statistical reports based on salary information for College administrators and for State reporting purposes;
2. Projects salaries for both classified and unclassified positions at the College based upon contract information and estimates;
3. Supervises the accounts payable function, reviewing vendor payments for accuracy and availability of funds and authorizing expense transfers, if warranted;
4. Supervises the credit registration process as it relates to the Business Office, ensuring that time schedules are met and all necessary information and adequate staffing is provided;
5. Supervises the work of accounting staff in unit;
6. Oversees the data entry of preliminary budget information for new fiscal year, ensuring accuracy and closing out and/or rolling over existing accounts as necessary;
7. Reviews payroll data and position control reports on regular basis and adjust for any personnel or funding changes;
8. Prepares payroll summaries on regular basis, projecting overages or shortages and recommending alternatives;
9. Balances accounts payable and position control records to general ledger and makes adjustment entries as necessary;
10. Responds to vendors' problems regarding payment, student inquiries regarding registration and payment deadlines and questions from faculty and administrators regarding budget accounts;
11. Assists in the annual audit of College accounts by outside auditors, preparing required financial reports and responding to questions;
12. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment; good knowledge of account keeping methods; ability to learn and use a variety of software packages; ability to prepare financial and simple statistical reports; ability to supervise the work of others; ability to acquire familiarity with the laws, policies, regulations, practices and functions of the College; ability to communicate effectively, both orally and in writing; accuracy; initiative; physical condition commensurate with the demands of the position.

FINANCIAL ANALYST (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma PLUS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting or Business Administration or a closely related field;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree PLUS two years of full-time paid work experience in account keeping or bookkeeping;
- OR: (C) Four years of full-time paid work experience in account keeping or bookkeeping;
- OR: (D) An equivalent combination of the training and experience as indicated in (A), (B) and (C) above.

BS0209

ADOPTED: 06/02/86

REVISED: 04/16/96